



DEPARTMENT OF INDUSTRIAL RELATIONS

WORKERS' COMPENSATION CONSULTANT

WF35 9210 6IRDW



OPEN / STATEWIDE / NON-PROMOTIONAL

THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS

WHO SHOULD APPLY	Applicants who meet the minimum qualifications (entrance requirements) as stated below by the scheduled cut-off dates .
CAREER CREDITS	Career credits will be added to the final score of all competitors in this examination who qualify for the credits and successfully complete all part(s) of the examination. (See information regarding career credits on the last page of this bulletin.)
CONTINUOUS FILING	The Department of Industrial Relations will accept applications for this classification continuously. Cut-off dates have been set by the Department. Applications submitted on or prior to the announced cut-off dates will be processed for that exam administration. Applications submitted after the announced cut-off date will be held until the next cut-off date.
HOW TO APPLY	<p>Applications for this classification will be accepted on a continuous basis and processed for exam administration with the following cut-off dates:</p> <ul style="list-style-type: none">• June 30, 2016• September 30, 2016• December 30, 2016 <p>Applications (Form 678) are available at the Department of Industrial Relations, Human Resources Office/Exam Unit, 455 Golden Gate Avenue, 8th Floor in San Francisco, CA 94102.</p> <p>The application form can also be downloaded from: http://Jobs.ca.gov/pdf/std678.pdf</p> <p>**In the section of the application titled "Examination or Job Titles for which you are applying", please write:</p> <p>"WORKERS' COMPENSATION CONSULTANT EXAM- 6IRDW"</p>
CUT-OFF DATE	<p>Applications (Form 678) must be submitted to the Department of Industrial Relations by the applicable cut-off date.</p> <p>By email to: Jobs@dir.ca.gov</p> <p>By Fax to: 415-703-4343</p>

	<p>By Mail: Department of Industrial Relations – Exam Unit P.O. Box 420603 San Francisco, CA 94142</p> <p>In Person: Department of Industrial Relations 455 Golden Gate Ave., Ste. 8529 (8th floor) San Francisco, CA 94102</p> <p>Applications by mail must be POSTMARKED by the United States Postal Service no later than the applicable cut-off date. Postmark by a leased meter will be deemed received on the date stamped by the HR Office. Applications postmarked, personally delivered or received via inter-office mail after the applicable cut-off date will be kept pending the next cut-off date. Candidates may choose to send the application by certified mail as proof it was sent and postmarked by the scheduled cut-off date.</p> <p>All applications must be signed. Unsigned or incomplete applications will not be accepted for the examination.</p>
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.
SALARY RANGE	\$4829 - \$6048 per month
LOCATIONS OF POSITIONS	This list will be used to fill vacancies/positions statewide within the Department of Industrial Relations, Division of Workers' Compensation.
ELIGIBLE LIST INFORMATION	This examination is administered as a continuous filing exam. A list of eligible candidates will be established for the Department of Industrial Relations. Names of successful candidates will be merged onto the list in order of final scores regardless of date. Eligibility expires 12 months after it is established. Candidates may submit an application for retest after twelve (12) months from the established list date to reestablish eligibility.
TESTING PERIOD	Candidates cannot take the exam again until 12 months have elapsed from the date they took the examination.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	NOTE: All applicants must meet the education and/or experience requirements for this examination by the applicable cut-off date .
MINIMUM QUALIFICATIONS	<p style="text-align: center;">Either I</p> <p>One year of experience in California state service performing the duties of a Workers' Compensation Assistant, Range C. (Those with six months' experience may take the examination but may not be appointed until the completion of 12 months of experience.)</p> <p style="text-align: center;">Or II</p> <p>Experience: Three years of experience which must have been acquired in one or a combination of the following types of disability insurance:</p> <ol style="list-style-type: none"> 1. Reviewing, investigating, or adjusting workers' compensation claims in a non-clerical capacity and with direct client applicant contact for a workers' compensation carrier, public agency, or self-insured employer or such employer's adjusting agent. (California state experience applied toward this requirement must have been in performing duties of a class comparable to the level of a Workers' Compensation Insurance Representative II for at least one year.) 2. Performing claims examination work primarily of workers' compensation insurance carriers and with responsibility for reviewing the work of

	<p>others. (California state service experience must have been in performing duties of a class comparable to the level of an Insurance Examiner, Range E.)</p> <p>3. Obtaining and analyzing medical, personal, and vocational information and using such information in the determination of disability cases resulting primarily from vocational injury. (California state service experience must have been in performing duties of a class comparable to the level of a Disability Evaluation Analyst, Range C.) and</p> <p>Education: Equivalent to graduation from college, preferably with emphasis in Insurance, Economics, Rehabilitation, Business Administration. (Additional qualifying experience may be substituted for the required education on a year-for year basis.)</p>
SPECIAL PERSONAL CHARACTERISTICS	Willingness to travel and work irregular hours; possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles; tact, impartiality, and a neat personal appearance.
POSITION DESCRIPTION	This is the full journey level. Depending on program assignment and under general direction of a Supervising Consultant, assists and advises employees, employers, insurance carriers, and public agencies concerning their rights, benefits, and obligations under workers' compensation laws and rules; develops, initiates, maintains, and audits workers' compensation, self-insurance plans, and/or disability evaluations, resolves issues and disputes arising under or concerning workers' compensation laws and its application; analyzes the application of and enforces workers' compensation rules, regulations, programs and laws; recommends settlements; analyzes, reviews, audits, adjusts, or investigates medical reports, industrial injury claims, wage information, occupational duties, or extent of compliance with workers' compensation coverage, laws, and programs; appears and testifies in pretrial hearings and judicial proceedings of Workers' Compensation Appeals Board; assists in training subordinate staff; and does other related work.
EXAMINATION INFORMATION	<p>This examination will consist of Training and Experience examination weighted 100%. Applicants who meet the minimum qualifications will be provided via USPS mail and e-mail with a Training and Experience Assessment Questionnaire, which is designed to identify a range of information regarding each candidate's knowledge, skills and abilities to effectively perform the duties required in the classification.</p> <p>Please provide a valid e-mail address on the first page of your application.</p>
TRAINING AND EXPERIENCE ASSESSMENT WEIGHTED-100%	<p>Candidates must complete and mail the Training and Experience Questionnaire to a designated address by the date specified in the notice in order to be rated. Candidates failing to return the questionnaire by the specified date will be eliminated from this examination.</p> <p>In order to obtain a position on the eligible list, a minimum score of 70.00% must be attained.</p> <p>Scope of the Training and Experience Assessment Questionnaire:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none"> 1. Principles and provisions of the Labor Code pertaining to workers' compensation insurance and safety; 2. Leading court decisions in California and the United States Supreme Court on the subject of Workers' Compensation Law; 3. Conduct of proceedings in a trial court, rules of evidence governing such proceedings, and laws relating to serving notices, taking depositions, and issuing subpoenas; 4. Medical, physiological, anatomical, and occupational

	<p>terminology in relation to cases of industrial injury;</p> <ol style="list-style-type: none"> 5. Purposes and organization of Workers' Compensation Appeals Board and Division of Workers' Compensation; 6. Procedure before the Workers' Compensation Appeals Board; 7. Legal research methods and performing such research; 8. Underlying philosophy of workers' compensation legislation. <p>B. Ability to:</p> <ol style="list-style-type: none"> 1. Perform legal research; 2. Conduct hearings in a manner that will obtain all pertinent evidence and secure the confidence and respect of all parties; 3. Analyze and appraise legal problems, and apply legal principles and precedents to particular sets of facts; 4. Make accurate summaries of evidence and prepare appropriate findings, awards, orders, and other legal documents relating to compensation litigation. 5. Analyze situations accurately and adopt an effective course of action; 6. Communicate effectively at a level required to perform the essential functions of the job.
VETERANS PREFERENCE	<p>Veteran's preference credit will be granted in this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows:</p> <p>(1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. (2) An entrance examination is defined, under the law, as any open competitive examination. AND (3) Veterans' Preference is not granted once a person achieves permanent civil service status.</p> <p>Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at https://jobs.ca.gov/Public/Jobs/Veterans.aspx and the Department of Veterans Affairs.</p>

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GENERAL INFORMATION

It is the candidate's responsibility to contact the Human Resources Office at 1-800-564-0771 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department and the Department of Industrial Relations. It can also be downloaded from either the CalHR website at <http://jobs.ca.gov/pdf/std678.pdf> or the Department of Industrial Relations website at www.dir.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated in this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: (1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. (2) An entrance examination is defined, under the law, as any open competitive examination. And (3) Veterans' Preference is not granted once a person achieves permanent civil service status. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <https://jobs.ca.gov/Public/Jobs/Veterans.aspx>, and the Department of Veterans Affairs

Career Credits: In an open, non-promotional examination, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 18 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 678.

For Inquiries:

Call the Department of Industrial Relations, Human Resources Office at
1-800-564-0771,
1-800-735-2929 - California Relay System Telephone number for the deaf and
hearing impaired, or
Write to jobs@dir.ca.gov

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